

29 October 2013

Dear Consultant:

The town of Grantwood Village, Missouri is requesting the services of a consulting engineering firm to perform the described professional services for the project included on the attached list. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated on the attachments. Limit your letter of interest to no more than 4 pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, and other projects your company has recently completed or are now active. It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291) be submitted with your firm's Letter of Interest, or be on file with Grantwood Village, MO. The statement of qualification is not included in the total page count limit.

DBE firms must be listed in the MRCC DBE Directory located on MoDOT's website at www.modot.gov, in order to be counted as participation towards an established DBE Goal. We encourage DBE firms to submit letters of interest as prime consultants for any project they feel can be managed by their firm.

It is required that your firm be prequalified with MoDOT and listed in [MoDOT's Approved Consultant Prequalification List](#), or your firm will be considered non-responsive.

We request all letters be received by 5 p.m. on November 14, 2013 at: 5:00pm.

Grantwood Village Town Hall
One Missionary Ridge
St. Louis, MO 63123

Sincerely,

Paul R. Pfeiffer
Trustee
Grantwood Village, MO

Attachment

<i>St. Louis County, Grant Road</i>	
Federal Aid No.:	DP 5401 (719)
Location:	Grant Road from Route 30 to entrance to Grant's Farm – about 0.5 miles
Proposed Improvement:	See Attached Environmental Tracking Form. Create and install and entrance sign at the corner of Grant Road and Highway 30; install 6 decorative solar powered light poles with banners; pave one gravel area and sod second gravel area on NE side of Grant Road; create a pedestrian garden area in the newly sodded area.
Length:	Approximately 0.5 miles
Approximate Construction Cost:	\$ 40,000
DBE Goal Determination	0%
Consultant Services Required:	<p><i>Design signage and banners</i></p> <p><i>Construction experience, including electric/solar power</i></p> <p><i>Landscape design</i></p> <p><i>Road work, paving</i></p> <p><i>Flood plain experience (work area is in flood plain.</i></p> <p><i>The engineering responsibilities may include but are not limited to the following:</i></p> <p><i>The preparation of Conceptual plans, Preliminary plans, Contract plans and Right-of-Way plans. Design services may include right-of-way plans, surveying, geotechnical investigations, public involvement, environmental and historic preservation services/permits, contract documents, assisting with the bidding process, construction support/construction inspection, utility coordination/permits and traffic controls including the preparation of PS&E and final documents.</i></p> <p><i>Construction Phase: work with contractor on behalf of the Town, assist with preconstruction conference, perform periodic site inspections, prepare change orders, inspect construction materials, check shop drawings submitted by contractor, conduct construction test and inspection, be present during critical construction operations, work with Town to do full-time inspections and reporting and participate in final inspection.</i></p>
Other Comments:	<i>This work area is in a flood plain near Gravois Creek. Describe what projects and experience you have had with flood plain work.</i>
Contact:	<p><i>Paul R. Pfeiffer, Trustee</i></p> <p><i>Grantwood Village Town Hall</i></p> <p><i>One Missionary Ridge</i></p> <p><i>St. Louis, MO 63123</i></p> <p><i>Phone: 314-497-7576</i></p> <p><i>E-mail: trustees@grantwoodvillage.us</i></p>

Deadline:	<i>5:00 p.m., November 14, 2013</i>
Submit <ul style="list-style-type: none"> Letter of interest should not exceed <u>4</u> pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. <u>8</u> copies of the letter interest should be received at the address and by the time specified. 	

Pursuant to the Brooks Act for Consultant Selection – the following criteria will be the basis for selection. Additional criteria can be added with the approval of Central Office Design

Experience and Technical Competence -	Max Points 10
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Capacity and Capability -	Max Points 10
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Past Record of Performance -	Max Points 10
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